

THE CITY OF STATESBORO

Receptionist

The City of Statesboro is accepting applications for the position of Receptionist in the City Clerk Department. Submit applications to Human Resources, 2nd floor City Hall, 50 East Main Street, Monday thru Friday, between the hours of 8:30 a.m. and 5:00 p.m. Applications may also be mailed to Human Resources, P.O. Box 348, Statesboro, GA 30459. *Late Applications will not be accepted. Applications must be completed entirely.* The City is an Equal Opportunity Employer and a Drug Free Workplace.

Job Duties:

- Serves as receptionist, including receiving, screening, transferring and recording telephone calls, providing information and greeting and directing visitors;
- Periodically supports City Clerk with various duties;
- Maintains office supplies inventory; purchase supplies and equipment;
- Prepares purchase orders;
- Enters payments into computer;
- Prepares the city's newspaper clippings in scrapbook;
- Sorts distributes mail;
- Maintains timesheets (time, vacation, and sick leave records) for department personnel;
- Opens and closes the office on a daily basis;
- Perform other related functions as assigned;

Minimum Qualifications:

- Having had a similar position for one to two years;
- A High School Diploma or G.E.D.;
- Must have strong verbal skills;
- Must be computer literate and possess data entry skills;

Preferred Qualifications:

- Associates degree in Administration or relation field;
- Customer Service Training Experience;
- Experience with multi-line telephone operation;

The starting hourly salary for this position is \$11.34 per hour.

The deadline for applications is Wednesday, April 17, 2013 at 5:00 p.m.